

Contact Person:

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**Virginia Bureau of Insurance
Property Review Requirements Checklist**

**1300 East Main Street
Richmond, VA 23219**

Effective as of: December 1, 2005

LINE OF BUSINESS:

Property
Earthquake
Flood

LINE(S) OF INSURANCE

CODES

Commercial Property

1.0001

Code: 1.0000, 2.3000, 12.0000

Earthquake

2.3001

Flood

12.0001

IF CHECKLIST IS NOT APPLICABLE, PLEASE EXPLAIN:

THIS NAIC PRODUCT REVIEW REQUIREMENTS CHECKLIST CONTAINS ADMINISTRATIVE FILING REQUIREMENTS. DETAILED INFORMATION PERTAINING TO LEGAL REQUIREMENTS ARE CONTAINED IN THE NAIC PRODUCT REQUIREMENTS LOCATOR (PRL). SELECT THE COMMERCIAL PROPERTY PRL FROM THE LINK BELOW.

	REFERENCE	DESCRIPTION OF REVIEW STANDARDS REQUIREMENTS
GENERAL REQUIREMENTS FOR ALL FILINGS		
VIRGINIA INSURANCE CODE	Title 38.2 of the Code of Virginia	
NAIC UNIFORM PRODUCT CODING MATRIX	Product Coding Matrix	
NAIC PRODUCT REQUIREMENTS LOCATOR	Product Requirements Locator	The Product Requirement Locator (PRL) is a searchable database containing detailed descriptions of filing and legal requirements.
COPIES, RETURN ENVELOPES, ETC.	Administrative Procedure	A complete copy of the filing must be sent for each company with a reply copy and self addressed stamped envelope if a stamped acknowledgment is desired.
COVER LETTER AND EXPLANATORY MEMORANDUM	Administrative Letter 1983-7 Administrative Letter 2005-02	The cover letter must contain the NAIC number, full name of each company for which the filing is being submitted, and the proposed method and date(s) of implementation (see next section.) The cover letter or explanatory memorandum should indicate the forms, rules or rates that are being withdrawn or replaced. Companies may use a fully completed and signed NAIC Uniform Transmittal Form in lieu of a cover letter.
EFFECTIVE DATE WORDING/ IMPLEMENTATION METHOD FOR COMPANY FILINGS	Administrative Letter 2005-02	The cover letter or NAIC Uniform Transmittal Form must request the implementation method selected for the filing e.g. “policies effective”, “policies written”, “policies issued or delivered” and/or “policies processed” and state the specific implementation date. The method of implementation selected for each filing must be specific and applied consistently to each company named in the filing.

	REFERENCE	DESCRIPTION OF REVIEW STANDARDS REQUIREMENTS
GENERAL REQUIREMENTS FOR ALL FILINGS		
EFFECTIVE DATE WORDING RSO FILINGS	Administrative Letter 2005-02	If the company desires an implementation method other than the method designated by the company's authorized RSO, the company must submit a filing prior to the implementation effective date of the RSO filing providing the Bureau with the method of implementation selected by the company. Another option would be for the insurer to submit a manual rule, applicable to the program(s) filed on its behalf by an RSO, indicating the implementation method that the company will use for all filings in lieu of the implementation method proposed by the RSO. For example, the rule could be similar to the following, "All filings submitted on our behalf by the RSO will be implemented on a policy effective date basis."
FILING SUBMISSION	Administrative Procedure	Filings (other than installment payment plans) must be made separately by line of insurance and/or by program and include a complete copy of the filing for each company to which it applies. Group filings must be sorted and collated by company. This also applies to replies to correspondence and to re-submissions.
THIRD PARTY FILERS AUTHORITY - Insurer may authorize a third party (other than an RSO) to make filings on its behalf.	VA Filing Guidelines Handbook	Either a completed and signed filing authorization form granting authority to make the filing or a signed original letter referencing the specific filing must accompany filing.
FORMS LISTS	VA Filing Guidelines Handbook	An updated list of forms in numerical order, including form numbers, edition dates, and titles, must be provided with every filing that includes forms. The notation of "mandatory" or "optional" for non-premium bearing forms on the forms lists suffices for a manual rule.
RATE AND/OR RULE PAGES REQUIRED	§ 38.2-1906 Administrative Procedure	The company must provide the rates and supplementary rate information on 8-1/2x11" size paper. The rate and /or supplementary rate information pages should not be labeled as "Exhibit" or contain similar reference. Rate and supplementary rate pages should be labeled with the company or group name and the program type or name. A rating rule is required for each premium bearing form.

I hereby certify that I have reviewed the attached Commercial Multiline Property filing and determined that it is in compliance with the items listed in the Commercial Multiline Property Review Standards Checklist and the Commercial Property PRL.

Signed: _____

Name: _____ Title: _____

Company Name: _____

Date: _____ Phone No: () _____ FAX No: () _____

E-Mail Address: _____